



MASTER GMAIL WITH THESE 100 TIPS

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Organizing Your Inbox	
1	Use Labels and Filters: Automatically categorize incoming emails.
2	Stars and Symbols: Customize stars to prioritize specific messages.
3	Priority Inbox: Focus on important emails with the Priority Inbox feature.
4	Archiving Instead of Deleting: Keep emails for reference but keep your inbox clean.
Search and Find Faster	
5	Bundled Updates: Use "Social" and "Promotions" tabs to manage marketing emails.
6	Create Email Groups: Group contacts for easier communication.
7	Snooze Emails: Temporarily remove an email from your inbox to revisit later.
8	Search Operators: Use advanced search commands (e.g., `from:`, `subject:`, `has:attachment`).
9	Search by Date: Filter emails by specific time frames.
Power Moves	
10	Email Scheduling: Schedule emails to be sent at a later time.
11	Find Unread Emails: Use `is:unread` to locate all unread messages quickly.
12	Exclude Keywords: Use `-` to exclude certain keywords from your search results
13	Use older_than: or newer_than:: Filter by email age.
Productivity Boosters	
14	Keyboard Shortcuts: Activate Gmail shortcuts and memorize key ones (`C` to compose, `R` to reply).
15	Offline Mode: Access Gmail without an internet connection.
16	Tasks Integration: Convert emails into to-do lists.
17	Multiple Inboxes: Use the Multiple Inboxes feature to view different sections of your email in one place.
18	Undo Send: Enable "Undo Send" to recall emails within 30 seconds.
Security & Privacy	
19	Enable 2-Step Verification: Add an extra layer of security to your account.
20	Confidential Mode: Set expiration dates for sensitive emails.
21	Review Account Activity: Check recent Gmail login activity.
22	Send Encrypted Emails: Use built-in encryption for secure messages.
23	Block Senders: Block unwanted email senders easily.
Managing Attachments	
24	Report Phishing Emails: Identify and report phishing attempts.
25	Save Attachments to Google Drive: Automatically store attachments in your Drive.
26	Search Attachments: Use `has:attachment` to find emails with files.
27	Preview Attachments: Open and preview files without downloading them.
28	Limit Attachment Size: Compress files or use Drive for large attachments.
Customization	
29	Custom Email Signature: Add a personalized signature to your emails.
30	Change Gmail Theme: Personalize your inbox with custom themes.
31	Add Email Aliases: Use `+` to create aliases (e.g., `yourname+newsletter@gmail.com`).
32	Custom Notification Sounds: Set unique notification tones for emails.
Integration with Other Tools	
33	Smart Compose: Let Gmail suggest phrases while you type.
34	Google Calendar Integration: Create events directly from emails.
35	Use Gmail with Slack or Trello: Link Gmail with productivity tools.
36	Google Keep Notes: Save important parts of emails to Google Keep.
37	Set up Vacation Auto-Reply: Let people know you're away automatically.
38	Customize Keyboard Shortcuts for faster navigation.
Gmail Add-ons	
39	Boomerang for Gmail: Schedule emails and set reminders for follow-ups.
40	Grammarly: Use Grammarly to check grammar while writing emails.
41	Dropbox Add-on: Send Dropbox files directly from Gmail.
42	Trello Add-on: Turn emails into Trello cards for project management.
Mobile Tips	
43	Swipe Actions: Customize swipe gestures to archive, delete, or snooze emails.
44	Use Quick Settings on Mobile: Access basic settings more efficiently.
45	Notifications Customization: Only receive notifications for important emails.
46	Gmail App Widgets: Add Gmail widgets to your phone's home screen.
Tidy Up Your Inbox	
47	Archive old threads instead of deleting — keep the record without the mess.
48	Pin important emails by marking them Starred for quick access.
49	Set filters to skip the inbox and go directly to labels.
50	Use auto-labeling rules for bills, updates, and personal mails.

Time-Saving Tips	
51	Quickly Unsubscribe from Emails: Use Gmail's built-in "Unsubscribe" button.
52	Set Up Templates: Save pre-written templates for frequently sent emails.
53	Canned Responses: Automatically send a saved response to similar queries.
54	Bulk Email Actions: Select and perform actions on multiple emails at once.
Hidden Features	
55	Mute Conversations: Stop receiving notifications from annoying email threads.
56	Mark Emails as Important: Let Gmail's AI prioritize important messages.
57	Vacation Responder: Set an automatic reply for when you're out of office.
58	Preview Pane: Turn on the preview pane to read emails without opening them.
59	Create Custom Filters: Automatically categorize emails based on sender or keywords.
Gmail on Desktop & Web	
60	Pop-Out Email Window: Compose new emails in a pop-out window while viewing other messages.
61	Right-Click Shortcuts: Right-click on emails for faster actions.
62	Use Gmail Offline: Enable Gmail to be accessed without an internet connection.
63	Set Custom Inbox Layout: Customize your inbox layout to suit your workflow.
Smart Email Handling	
64	Drag-and-Drop Emails into Labels for instant organization.
65	Apply Multiple Labels to a single email for better sorting.
66	Turn on Auto-Advance to move to the next email after deleting.
67	Switch to Important First mode to highlight priority emails.
68	Filter Newsletters straight into a dedicated label.
Mastering Gmail Search	
69	Search Inside Labels with label:work.
70	Use category/promotions to filter emails by category.
71	Locate CC/BCC emails using cc: or bcc: search.
72	Find Calendar Invites quickly with is:calendar.
73	Use in:anywhere to search even Trash and Spam folders.
Productivity Power-Ups	
74	Add a Send & Archive button to clean up threads fast.
75	Create Gmail desktop shortcuts in Chrome for one-click access.
76	Drag Emails into Google Tasks from the sidebar.
77	Set Gmail as your default email app to open mailto: links.
78	Enable Mark as Read on your toolbar for quick clearing.
Privacy and Protection Boosts	
79	Download your entire Gmail data via Google Takeout.
80	Block external images to avoid tracking pixels.
81	Send Confidential Attachments with expiration and no forwarding.
82	Monitor third-party app access and revoke unused permissions.
Handling Made Easy	
83	
84	Attach files directly from Recent Drive activity.
85	Search attachments by type using filename:pdf.
86	Convert attachments with CloudConvert integration.
87	Download all attachments at once with Download All.
88	Send large files using Google Drive share links.
Personalize Your Gmail Experience	
89	Use Emojis in Labels for fun visual organization.
90	Enable Smart Reply for one-tap email responses.
91	Switch between Default, Comfortable, or Compact view.
92	Set a custom background image to personalize your inbox.
Hidden Gmail Gems	
93	Explore Show Original to view email source code and headers.
94	Check Message Size to manage inbox storage.
95	Use Aliases like youremail+shopping@gmail.com to organize incoming emails.
96	Test Gmail Labs for experimental productivity features.
Strengthen Security	
97	Regularly review devices signed into your Gmail.
98	Avoid public Wi-Fi or use a VPN when accessing Gmail.
99	Turn off IMAP access if not needed to reduce risk.
100	Set up a recovery phone and email for account retrieval.



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